LIST A: Documents that Establish Both Identity and Employment Authorization

Documents on List A show both identity and employment authorization. Employees presenting a List A document should not be asked to present any other document. Some List A documents are in fact a combination of two or more documents. In these cases, the documents presented together count as one List A document.

- **U.S. Passport or U.S. Passport Card**

- **Permanent Resident Card or Alien Registration Receipt Card (Form I-551)**
- Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa (MRIV)
  *Note: this document is subject to reverification*

- Employment Authorization Document (Form I-766) that contains a photograph

- Foreign passport with Form I-94 or Form I-94A, Arrival/Departure Report bearing the same name as the passport and containing an endorsement of the alien’s nonimmigrant status that authorizes such alien to work for a specific employer incident to this status.
This document may only be used if the period of endorsement has not yet expired and the proposed employment does not conflict with any restrictions or limitations listed on Form I-94 or I-94A, Arrival/Departure Report.

Example of old version:

![I-94 document](image)

Example of new version:

![I-94 document](image)

Note: Some individuals who present this List A document, such as certain nonimmigrant students and exchange visitors, must also present additional documentation in order to prove their work authorization in the United States.
LIST B: Documents that Establish Identity

The documents on List B show identity only. Employees who choose to present a List B document must also present a document from List C for Section 2. Employees may present one of the following unexpired List B documents:

- Driver’s license or identification (ID) card issued by a state or outlying possession of the United States, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address

- ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address

- Other Acceptable Documents:
  - School ID card with a photograph
  - Voter’s registration card
  - U.S. military card or draft record
  - Military dependent’s ID card
  - U.S. Coast Guard Merchant Mariners Document (MMD) Card
  - Native American tribal document with a photograph
  - Driver’s license issued by a Canadian government authority
For minors under the age of 18 and certain individuals with disabilities who are unable to produce any of the listed identity documents, special notations may be used in place of a List B document.

**LIST C: Documents that Establish Employment Authorization**

The documents in List C show employment authorization only. **Employees who choose to present a List C document must also provide a document from List B for Section 2.**

Employees may present one of the following unexpired List C documents:

- **U.S. Social Security** card that is **unrestricted**.
  
  A card that includes any of the following restrictive wording is not acceptable:

  - NOT VALID FOR EMPLOYMENT
  - VALID FOR WORK ONLY WITH INS AUTHORIZATION
  - VALID FOR WORK ONLY WITH DHS AUTHORIZATION

- **Native American tribal document**

- **Certification of Birth Abroad issued by the U.S. Department of State (Form FS-545)**

![Certification of Birth Abroad](image)

Issuing Authority
- Certification of Report of Birth issued by the U.S. Department of State (Form DS-1350)
  - Issuing Authority
  - Document #

- Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal
  - Issuing Authority
  - Document #
Additional Documentation Requirements

Some individuals who present a List A document, such as certain nonimmigrant students and exchange visitors, must also present additional documentation in order to prove their work authorization in the United States.

Foreign Students in F-1 Nonimmigrant Status Participating in Curricular Practical Training

Curricular practical training allows students to accept paid alternative work/study, internships, cooperative education or any other type of required internship or practicum that employers offer though cooperative agreements with the student’s school. The training must be related to the student’s field of study. A student may begin curricular practical training after the Designated School Official has completed the Form I-20, Certificate of Eligibility for F-1 Students Status endorsement page. The DSO-endorsed Form I-20, Certificate of Eligibility for F-1 Students Status together with the student’s Form I-94/94A indicating F-1 nonimmigrant status is evidence of employment authorization.

For Form I-9 purposes, the combination of the following documents is considered a List A document, evidencing both identity and employment authorization:

- The student’s unexpired foreign passport
- A valid Form I-94 or I-94A, Arrival/Departure Report indicating F-1 nonimmigrant status. The employer should record the foreign passport and I-94 numbers in Section 2 under List A of the Form I-9. See example of I-94 on Page 3 of this document.
- Form I-20 with the Designated School Official’s endorsement for employment on page 3. Write the SEVIS number and the program expiration date from Form I-20 in the margin of Form I-9 near Section 2. Example of I-20 follows.
J-1 Exchange Visitors

The exchange visitor (J) may work legally in the United States if the work is part of his or her approved program (e.g., J-1 teachers, professors, summer camp counselors, summer work travel, au pairs) or if he or she receives permission to work from the official program sponsor (e.g., J-1 students).

The J-1 exchange visitor receives several documents in connection with their program.

For Form I-9 purposes, the combination of the following documents is considered a List A document, evidencing both identity and employment authorization:

- The exchange visitor’s unexpired foreign passport
- A valid Form I-94 or I-94A indicating J-1 nonimmigrant status
- Form DS-2019 (*J-1 exchange visitors cannot work after the program end date on this form.*)
- A letter or other documentation from the Responsible Officer in the case of a J-1 nonimmigrant student only if not sponsored by Virginia Tech.

The employer should record the foreign passport and I-94 numbers in Section 2 under List A of Form I-9. Write the SEVIS number and the program expiration date from Form DS-2019 in the margin of Form I-9 near Section 2. For J-1 nonimmigrant students, also note the documentation from the Responsible Officer in the margin near Section 2.